GRANTS.GOV℠

E-Business Point of Contact (POC)
Registration Checklist

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (POC). The E-Business POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Business POC during the registration process. The registration process can take **one to three** days depending on your organization.

Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/assets/IndividualRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Has my organization identified its DUNS Number? • Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. • If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.	• The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated. • DUNS Numbers identify your organization.	• Same Day. • You will receive DUNS Number information at the conclusion of the phone call.	☐
2. Has my organization registered with the Central Contractor Registry (CCR)? • Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. • If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at http://www.ccr.gov/CCRRegTemplate.pdf.	• Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission. • Registering with the CCR is required for organizations to use Grants.gov.	• 1-3 days to gather the internal organization information and prepare the application. • 1 business day from the point of submitting the CCR Registration.	☐

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• When your organization registers with CCR, you will need to be designated at the **E-Business Point of Contact (E-Business POC)**. You will be given a special password called an "M-PIN." This password gives you the sole authority to designate which staff members from your organization are allowed to submit applications electronically though Grants.gov. • Staff members from your organization designated to submit applications are called **Authorized Organization Representatives (AORs)**. • If you have forgotten the M-PIN password, call 1-888-227-2423.		• The reason for the 1-3 day delay is due to security information that needs to be mailed to the organization.	
3. **Have you authorized your organization's AORs?**			☐
Have the AORs from your organization registered with the Credential Provider for a username and password?			☐
• AORs must register with the Credential Provider to obtain their usernames and passwords at https://apply.grants.gov/OrcRegister. They will need to know your organization's DUNS number to complete the process. • After your organization registers with the CCR, AORs must wait **one business day** before they can obtain their usernames and passwords.	• Receive a username and password to submit applications through Grants.gov. • AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.	• Same Day. • AORs will receive a username and password when they submit the information.	
Have the AORs from your organization registered with the Grants.gov for an account?			☐
• AORs must register with Grants.gov for an account at https://apply.grants.gov/GrantsgovRegister. They will need to enter the	• This creates an account on Grants.gov that allows AORs to	• Same Day. • AORs will be registered when they	

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
username and password they received when they registered with the Credential Provider.	submit applications on behalf of the organization and track the status of submitted applications.	submit the information.	
Have you approved AORs from your organization?			☐
• When an AOR registers with Grants.gov, you will receive an e-mail notification. • You then need to log into Grants.gov (using your organization's DUNS number for a username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving he or she permission to submit applications at http://www.grants.gov/ForEbiz. • You will not be able to log into the EBiz section of Grants.gov, https://apply.grants.gov/AorMgrGetID, until an individual from your organization registers with Grants.gov. • When you approve an AOR, Grants.gov will send the AOR confirmation e-mail. AORs can log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password to check if they have been approved.	• Only you can approve AORs. • This allows your organization to authorize specific staff members to submit grants.	• Depends on how long it takes you to log in and approve the AOR. • AORs can also log into Grants.gov to check if they have been approved.	